Govt. of NCT of Delhi: Directorate of Education
Examination Cell, Room No. 222-A
Old Secct., Delhi-110054

No. 24/BDE (RPVVs) 299-306

Date: 08/04/2013

To

The Dy. Director of Education
(All Districts), Delhi / N. Delhi.

Sub: Observer in r/o screening test to be held on 17.04.2013 (Wednesday) in connection with admission to class VI & IX in all Rajkiya Pratibha Vikas Vidyalayas (Session 2013-2014).

Sir/Madam

Screening test for the admission to Class VI & IX in Rajkiya Pratibha Vikas Vidyalayas is scheduled to be held in RPVVVs on 17.04.2013 (Wednesday) from 10:00 a.m. to 12:00 Noon. EOs/DEOs will act as Observers in the schools allotted by the competent authority for the above said Entrance Test / Screening Test.

1. The Observers will receive the Q. Booklet and OMR Sheet on 17.04.2013 (Wednesday) from Examination Cell, Room No. 222-A, Directorate of Education, Old Secct. Delhi – 110054 between 7:00 a.m. to 8:00 a.m. Thereafter they will proceed to the assigned RPVVV for delivery of the Q. Booklets and OMR Sheets of the test and thereafter, they will supervise the Examination Centre.

2. Screening test will be held under their supervision and at the end of the test, they will collect only the OMR Sheets properly packed and sealed separately (used and unused) and shall deposit them by 2:30 p.m. on the same day at Rajkiya Pratibha Vikas Vidyalaya, Hari Nagar which has been fixed as the Nodal Centre.

3. The following EO or DEO as posted in respective Zones are deployed for the above said duty of observer/Supervisor:

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<th>S. No.</th>
<th>EO or DEO of Zone Number</th>
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<th>EO or DEO of Zone Number</th>
<th>S. No.</th>
<th>EO or DEO of Zone Number</th>
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<td>07</td>
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<td>06</td>
<td>08</td>
<td>12</td>
<td>20</td>
<td></td>
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</table>
In case any of the EOs / DEOs as above is/are busy in court case or some other work of urgent nature or has been transferred or stand retired, the concerned DDE is requested to depute any other responsible EOs/DEOs/Head of School of the District in his/her place for the said duty with the direction to ensure the completion of work allotted/assigned to such officer.

4. The observers will be assigned place of duty at the time of receiving the Q. Paper Booklets and OMR Sheets.

This issues with the prior approval of Director of Education.

(SAVITA YADAV)
ADE (EXAM)

All concerned DDEs/EOs/DEOs through MIS

Copy to:

1. Additional Director of Education (School /Exam).
2. All Regional Directors.
3. All District DDEs with request to ensure strict compliance of the content.
4. P.S. to Secretary (Education).
5. P.S. to Director (Education.)
6. In-charge, Computer Cell to upload the same on the website.

(SAVITA YADAV)
ADE (EXAM)
RPVV ENTRANCE SCREENING TEST FOR CLASSES VI & IX TO BE HELD ON
17th APRIL, 2013 (WEDNESDAY)

INSTRUCTIONS FOR CENTRE OBSERVERS

1. Students will be allowed to enter the examination hall/room 30 minutes before the commencement of the examination.

2. Question Papers & OMR answer sheets will be collected by all observers on the day of exam i.e. 17.04.2013 (WEDNESDAY) between 7:00 a.m. to 8:00 a.m. from the Examination Cell, Room No. 222-A, Directorate of Education, Old Sectt., Delhi – 110054.

3. Observer (EO/DEO) will proceed to the allotted RPVV along with Question Paper Booklets and OMR Sheets from 8.00 a.m. onwards on the day of examination to report at the examination centre by 9.00 a.m.

4. During the examination, no student is allowed to go out of the examination room except in case of any emergency.

5. At the end of the test the nominated observer of respective centers, will deposit the following items IN SEALED PACKETS, at the Nodal Centre, RPVV Hari Nagar, New Delhi.
   (a) Filled OMR Sheets
   (b) Summary of Attendance
   (c) Unfilled OMR Sheets and unused Question Booklets

6. Care has been taken to provide sufficient OMR sheets. In case of any shortage arrangements may be made from Nodal Centre RPVV, Hari Nagar, New Delhi.

7. For any clarification, contact may be made on telephone – 23890270 (Examination Cell) / 254994338 & 9868756744 (Mrs. Usha Rani Nodal Officer Exam).

This issue with the prior approval of the competent authority / Director of Education.

(SAVITA YADAV)
ADE (EXAM)

All concerned DDEs/EOs/DEOs through MIS
Copy to:
1. All Regional Directors.
2. All District DDEs with request to ensure strict compliance of the content.
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5. In-charge, Computer Cell to upload the same on the website.

(SAVITA YADAV)
ADE (EXAM)
**Govt. of NCT of Delhi: Directorate of Education**  
**Examination Cell, Room No. 222-A**  
**Old Sectt., Delhi-110054**

No. 24/DDE (RPVV)/213  
Date: 08/4/2013

**SCREENING TEST**  
RAJKIYA PRATIBHA VIKAS VIDYALAYA

**DATE**  
17.04.2013 (WEDNESDAY)

**INSTRUCTIONS FOR CENTER OBSERVER / CENTRE SUPERINTENDENT**

1. Each Rajkiya Pratibha Vikas Vidalayala is coded numerically as under:

<table>
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<tr>
<th>No.</th>
<th>Area</th>
<th>Code</th>
<th>Name</th>
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<tbody>
<tr>
<td>1.</td>
<td>East</td>
<td>10011</td>
<td>Suraj Mal Vihar</td>
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<tr>
<td>2.</td>
<td>East</td>
<td>10031</td>
<td>Gandhi Nagar</td>
</tr>
<tr>
<td>3.</td>
<td>N/E</td>
<td>11041</td>
<td>Yamuna Vihar</td>
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<td>4.</td>
<td>N/E</td>
<td>11061</td>
<td>Nand Nagar</td>
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<tr>
<td>5.</td>
<td>North</td>
<td>12071</td>
<td>Raj Niwas Marg</td>
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<td>6.</td>
<td>-</td>
<td></td>
<td>Civil Lines</td>
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<td>7.</td>
<td>-</td>
<td>12081</td>
<td>Kishan Ganj</td>
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<tr>
<td>8.</td>
<td>NW - A</td>
<td>13091</td>
<td>Shalimar Bagh</td>
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<tr>
<td>9.</td>
<td>NW - A</td>
<td>13101</td>
<td>Narela</td>
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<td>10.</td>
<td>NW - B</td>
<td></td>
<td>Rohini</td>
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<td>11.</td>
<td>W - A</td>
<td></td>
<td>Hari Nagar</td>
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<td>12.</td>
<td>W - B</td>
<td></td>
<td>Paschim Vihar</td>
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<td>13.</td>
<td>SW - A</td>
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<td>Vasant Kunj</td>
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<td>14.</td>
<td>SW - B</td>
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<td>Dwarka</td>
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<td>15.</td>
<td>South</td>
<td></td>
<td>Tyagraj Nagar</td>
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<td>16.</td>
<td>South</td>
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<td>Lajpat Nagar</td>
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<td>17.</td>
<td>Central</td>
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<td>Link Road Karol Bagh</td>
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</tbody>
</table>

2. Entry of students will begin at 9:15 a.m. and no student will be allowed after 09.45 a.m.

3. All the students appearing for the screening test should have authentic Admit Cards, bearing Roll Number issued by the Head of the concerned RPVV.

4. The students will sit in the examination hall/room as per the seating plan and a copy of the same duly signed by the in charge and invigilator will be sent to Nodal Centre after the completion of the test.

5. The question papers will be distributed to the invigilators 10 minutes before the commencement of the test i.e. at 9:50 a.m. and the same shall be distributed to the candidates by the invigilators.

6. The students shall write the Roll Number at the top of the Question Booklet and the invigilator will sign at the space provided for the purpose. The students will open the seal of the question paper only at 10:00 a.m. and start writing the answer.

7. Unused booklet in the hall/room will be collected after 15 minutes from the commencement of test.

8. Screening test will be held under supervision of the observers and at the end of the test, they will collect OMR sheets, properly packed and sealed, separately (Used and unused) and shall deposit them at the **Rajkiya Pratibha Vikas Vidyalaya Hari Nagar, Delhi** which has been fixed as the Nodal Centre, on the same day by 2:30 a.m.

9. For any further details contact on phone nos. 23890270 (Examination Cell)/ 25499438 & 9868756744. (Mrs. Usha Rani Nodal Officer Exam)

(SAVITA YADAV)  
A/O (EXAM)
TIME TABLE / INSTRUCTIONS

9:30 a.m. : Distribution of OMR Sheets
9:35 a.m. : Instructions delivery by the invigilators to the students as to how OMR sheet is to be filled

While OMR sheets are being filled, the invigilator would check the following from each Student’s OMR/Answer Sheet.

1. Name of the candidate
2. Centre (School) code
3. Class.
4. Registration Form Number
5. Date of Examination
6. Medium
7. Roll No.
8. Date of Birth
9. Student’s Signature

After verifying (1) to (9) as given above, the invigilator will sign the OMR/answer sheets on the space provided for it and ensure that student has put his/her signature in the appropriate box.

9:55 a.m. : Distribution of the Question papers
10:00 a.m. : Allow students to start marking answer on OMR sheets
10:15 a.m. : Collection of attendance sheets, unused question papers & OMR sheets.
12:00 Noon : Collection of used OMR sheets.

1. Pack all filled / used OMR Answer Sheets and attendance sheet in an envelope and seal it.
2. Paste the summary sheet duly filled in, on the above envelope.
3. Pack and seal the Un-used Question Booklets separately.
4. Pack and seal the Un-used OMR separately.

The above materials are to be deposited at the Nodal Center RPVV Hari Nagar, Delhi by observer before 2:30 a.m. on the same day.

(SAVITA YADAV)
ADE (EXAM)
1. The test shall begin as per schedule and shall be of two hours duration.
2. The test is objective type in which every question has only one correct answer. Ask the candidate to mark the answer only in the given OMR sheet by blackening the correct answer with Ball Point Pen only, which will be evaluated by computer. The answers if marked anywhere else will be invalid. Hence due care should be taken while marking the answers.
3. Candidates must read carefully the instructions given on the booklet cover and OMR answer sheet.
4. Place the Answer Sheet and Question Booklet on each desk / seat and remove the absent candidates answer sheets and question booklets after 10 minutes.
5. Candidates be asked to check their question booklet and OMR answer sheets at the start of the test. Defective booklet / answer sheet, if any, may be replaced immediately by an extra question booklet / answer sheet. Replace the question booklet of damaged, mutilated, imprinted etc. with the same series, which was issued earlier.
6. Take attendance of the candidate in the (Attendance Sheet and check the particulars of the student such as, Roll No. & Signature of the candidate on the answer sheet.
7. After checking the details, put your signature on the candidate’s answer sheet and mark ABSENT against the absent candidate on the Attendance Sheet. Put your signature on the attendance sheet.
8. Don’t allow the candidate to carry or use calculators / geometrical instruments/books/mobile phone/pager etc. inside the examination hall.
9. Make sure that the candidates DO NOT wrinkle / fold / tear / staple or make any stray marking on the Answer Sheet.
10. Arrange the Answer Sheets in the serial order of the Roll Number before handing them over to the Examination Superintendent. Do not fold or damage OMR answer sheets while arranging them.
11. Do not allow any student to leave his / her seat in the Examination Room for drinking water, toilet or any other purpose, except in case of emergency.
12. At the end of Examination, please ensure that no candidate leaves the room until all the answer sheets have been collected and accounted for. Check their total number, which must tally with the Attendance sheet.

(SAVITA YADAV)
ADE (EXAM)